

Reopen Chapter 7 Case (fee or defer fee) - Motion to

Instructions:

Select *Bankruptcy*

Select *Motions/Applications (main case only)*

Enter case number

Verify case number is correct

Select Document Event: [Reopen Case - Ch 7 \(fee or defer fee\)](#)

Select Party

- Party filer not listed, Add/Create New Party

Browse, Verify and attach the correct pdf file

- Add attachments, if applicable

Reminder: Motion must indicate deferring the reopen fee if that is the intent. After filing this motion either pay the fee electronically or contact the financial deputy and request the fee be deferred.

Insert “Notice” if the document is titled Motion and Notice

Review Docket Text for accuracy

Warning!! Verify entry is correct before submitting.